



## EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS  
City of Minneapolis Human Resources Department  
250 South 4th Street, Room #100  
Minneapolis, MN 55415  
(612) 673-2282  
<http://www.minneapolismn.gov/jobs>

*Employment Opportunities as of Tuesday, May 31, 2016*

Job #	Job Title	Job Type	Salary	Issue Date	Filing Date
2016-00197	Account Clerk II	Full-time	\$18.25 - \$25.29 hourly	05/24/16	06/08/16

**Department:**

Finance & Property Services

**Position Description:**

There is currently one (1) non-exempt vacancy to be filled in the Finance Department. Position responsibilities include but are not limited to: analyzing extensive data, ensuring accuracy, and preparing records that deal with complex payrolls, accounting and/or bookkeeping procedures.

The eligible list being established by this exam may also be utilized in filling upcoming vacancies in other divisions/departments.

**Starting Salary:** \$18.25 - \$25.29 hourly

2016-00204	Arts Program Assistant	Part-time	\$24.25 - \$31.42 hourly	05/16/16	05/31/16
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**Department:**

CITY COORDINATOR

**Position Description:**

Perform work promoting the City's achievement of its adopted Arts and Culture priorities through the management of Creative CityMaking Minneapolis projects and related programming connected to the development of the City's equity and inclusion culture.

**This is a temporary, part-time (29 hours per week) position through December 31, 2016 and is NOT eligible for benefits.**

**Arts, culture and the creative economy program mission:**

To leverage the creative sector towards social and economic growth in the City of Minneapolis.

**About Creative CityMaking:**

Creative CityMaking is an arts-based innovation initiative and applied learning program, pairing staff in City of Minneapolis departments with experienced community artists to advance the City's One Minneapolis goal: Disparities are eliminated so all Minneapolis residents can participate and prosper. These collaborations between City staff and artists are in support of the following objectives:

- To use arts resources and practices to help City departments address their priority issues;
- To design and test new interfaces between City systems and the community, and new approaches for community engaged policy-making, planning, and practices;
- To enhance City staff and artists' abilities to facilitate community engagement, and equip them with new tools for working effectively with traditionally underrepresented communities;
- To create a collaborative, sustainable support system that advances the work of City departments through partnership with experienced community artists;
- To document and communicate lessons learned.

2016-00192	Deputy Director - Fire Inspection Services (Appointed)	Full-time	\$91,534.00 - \$108,508.00 annually	05/13/16	06/03/16
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**Department:**

REGULATORY SERVICES

**Position Description:**

Direct the operations of the Fire Inspection Services division of the Department of Regulatory Services, overseeing staff engaged in enforcement of the City of Minneapolis Code of Ordinances and Minnesota State Fire Code, including the review of plans submitted to the division for Fire Extinguishing Systems; Fire Alarm Systems; and Fire Code compliance.

2016-00174	District Street Supervisor I	Full-time	\$77,594.00 - \$84,789.00 annually	05/24/16	06/07/16
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**Department:**

PW-Transportation Maint & Repair

**Position Description:**

Under the direction of the District Street Supervisor III and the Street Maintenance Engineer, a District Street Supervisor I oversees and manages: street and alley repair and utility cut restoration; street sweeping and cleaning; maintenance of public greenspaces, trails and bikeways; snow and ice control in an assigned service district.

2016-00194	IT Security Engineer II	Full-time	\$68,730.00 - \$119,594.00 annually	05/11/16	06/03/16
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**Department:**

INFORMATION TECHNOLOGY

**Position Description:**

**\*Salary Note:** The top end of the salary schedule listed includes a market rate adjustment *up to* \$25,000 and *may* be considered depending on qualifications.

Perform technical duties related to the City's Information Technology Security Program in risk management, infrastructure management, security evaluation and testing of IT products, and forensic investigations of IT incidents.

**AMENDED:** The job posting has been extended to Friday, June 3, 2016.

2016-00091	Operations & Maintenance Specialist - Intermittent	Intermittent	\$16.06 - \$21.57 hourly	05/03/16	07/06/16
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**Department:**

CONVENTION CENTER

**Position Description:**

Perform manual set up and tear down of events at the Minneapolis Convention Center. Cleaning and simple maintenance work on the building interiors and exteriors as assigned in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. Communicate effectively and courteously with guests, clients, vendors, and the general public.

- There are currently multiple intermittent vacancies to be filled at the Minneapolis Convention Center.
- Primarily looking to fill 11:30 a.m. - 8 p.m. shifts on varying days of the week, however hours and shifts may vary according to need. Intermittent work schedules may range from zero to forty (0 to 40) hours per week.
- Requires working irregular work schedule such as evenings, days, weekends and holidays.

The eligible list created from this exam will expire one (1) year after being established.

2016-00212	Program Assistant	Full-time	\$22.19 - \$30.98 hourly	05/27/16	06/05/16
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**Department:**

CIVIL RIGHTS

**Position Description:**

In a non-supervisory capacity, this position will participate in clerical, technical, and administrative work for a Division or Department, relieving executives and professional staff of routine work, or provide support to specific programs and activities ensuring efficient operation.

2015-00396	Senior Applications Analyst - PeopleSoft Financials Developer	Full-time	\$68,730.00 - \$119,594.00 annually	05/09/16	05/31/16
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**Department:**

INFORMATION TECHNOLOGY

**Position Description:**

There is currently one (1) exempt, full-time vacancy to be filled in the ERP Division of the City of Minneapolis IT department. The Senior Applications Analyst (Financials/Supply Chain Administrator (FSCM)/Developer), located in Information Technology department, provides IT services to the City of Minneapolis Finance Department, and related City departments.

2016-00179	Supervisor, Engineering Technician II	Full-time	\$71,550.00 - \$78,185.00 annually	05/24/16	06/17/16
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**Department:**

PW - WATER TREATMENT & DISTR.

**Position Description:**

This position is located in the Public Works Department's Water Treatment and Distribution Services Division.

This position will manage the efficient delivery of high level technical engineering and administrative support services for the Water Treatment and Distribution Services Division; manage resources and oversee staff engaged in providing high level technical engineering and administrative support to the division; and assist in the design, implementation, and maintenance of a records management systems for Engineering and Treatment that provides up-to-date information and historical reference.

Job #	Job Title	Promotional Opportunities		Issue Date	Filing Date
		Job Type	Salary		
2016-00208	ADA and Language Access Specialist	Full-time	\$52,580.00 - \$73,582.00 annually	05/27/16	06/06/16

**Department:**

Neighborhood and Community Rel

**Position Description:**

**Eligible applicants must be current City of Minneapolis employees.** Support the City's ADA Title II Coordinator by ensuring that programs and projects comply with federal requirements.

Starting Salary: \$52,580 - \$73,582

2016-00213	Principal Project Coordinator	Full-time	\$76,836.00 - \$97,098.00 annually	05/25/16	06/03/16
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**Department:**

CPED

**Position Description:**

**\*\*This position is restricted to current City of Minneapolis employees\*\***

Assist in the development or redevelopment of policies and plans by facilitating community acceptance, facilitating city review and approval, and matching needs to appropriate public financing and policy options on complex projects that have significant financial and/or mission critical impacts.

2016-00203	Senior Inspector Building Trades - Plumbing	Full-time	\$37.82/Hour	05/17/16	Continuous
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**Department:**

CPED

**Position Description:**

**\*\*This position is restricted to current City of Minneapolis Community Planning and Economic Development employees only\*\***

- To enforce the Minnesota State Building Code and City of Minneapolis Ordinances in building, plumbing, electrical or mechanical systems of new and existing structures as defined in your specialty. Conduct field inspections (site visits) of permitted new, remodeled, altered or repaired building, plumbing gas piping, mechanical or electrical systems within your specific license to ensure compliance with established State and local codes and standards thereby ensuring public health, safety, welfare and accessibility in the built environment.
- To provide a cost effective, efficient required final inspections on building, plumbing, and mechanical systems in one- and two-family dwellings and appendage structures as defined by the Minnesota State Building Code Rules Chapter 1300.

2016-00210	Solid Waste Aide-C	Full-time	\$22.25 - \$26.67 hourly	05/30/16	06/10/16
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**Department:**

PW-Solid Waste & Recycling

**Position Description:**

Provide clerical and administrative support in the Solid Waste and Recycling Division working on operational activities and providing systems and technical support.

2016-00172	Storekeeper	Full-time	\$18.31 - \$25.98 hourly	05/23/16	06/05/16
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**Department:**

PW - FLEET SERVICES

**Position Description:**

Assist in the management of a larger stores operation performing storekeeping duties.